Curriculum assessment

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Title: cvs lesson plan

Invention

Chief executive:

Creative:

Concept development

Published

Senior

Projector editor

1Content:

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Type chapter title (level 3) 6

2.1 Introduction:

A world of invention what is an invention:///

Material and step task operational making creation

- What time is an invention:
- The first inventors:
- - keeping time lock clock:
- Putting wind to work windmill:
- Speeding word print:
- The first invention:
- It revolution wheel with the wind soil:
- Keeping wings:
- The universe revealed telescope:
- Spreading the word printing:

- The universe revealed:
- Power in modern age:
- Camera:
- Transport connected:
- powers station:
- Sound ideas museum:
- Keeping connecting laptop:
- Keeping diver submarine:
- Freedom machine: automobile:
- Lighter than air airship:
- Talking to the skies radio:
- Quick thing completed out of this world rocket:
- Kindest cuts surge:
- Access control lock:
- Access control lock:
- Beater body bionic:
-
- 1.3 Word invent comes from the Latin for to find or come upon button is very different to discovery discovery uncovering something that already exist but inventor means creating something new that having image
- Innovation: re ideas
- Genius: Leonard divicine machine
- 1timeline ld. Rome china wind water machine technology
- of invention prehistory; humane invented numerous tools that power oil lamb bow age bronze and iron age, 35000 the ancient word Rome china
- 500-500 ancient world middle mechanical gun power printing press 500-1450 the middle ages,
- 1.4 pre scientific revolution 500-1550 middle age
- Newtown reflecting telescope Microsoft, Pascal ages
- Microscope Pascal 1450-scientific revolution the age of machine 1700 -1870
- Machine electricity and modern electricity early 1900 saw three inventions that would cars and aero plane electrical generator power automobile telephone radio
- Automobile telephone radio

- 1870-1950 electricity and modern world digital age 1870-1950 information into a series of numbers and process it lightning speed from electronics computer bionics, rocket maglev

- 1.5 great invention first civilization stone age ancestor to survive corps animal chasing maven cloth jeweler clay pottery flaunt axe head fluent swishing Spean,

- Invention thing component the equipment the allay imagine natural mentor society Greco philosophy not talking nice covid invention job in discovering science is talking false imagine fiction working sophistical that android in science is like this in education resulted machine ,,

Master abstract:

Master knowledge ,

Master overview backlog master

Master visibility

-

1 **Trademark**
Knowledge:
Master
-how things are made
- explain many different ways of making the things every days
- content:
Material and step task operational making

Building a home:
- On the road first:
- What cooking:
- Thirst work:
- Warm and:

- Comfortable poetry is plastics:
- Iron and steel
- Small wonders:
- Small wonders:
- Talking picture:
- Read about:
- The sound about:
- The sound of music:

- What is glass made frame how do you make handmade paste making plans building the walls plumbing electricity supply

Building a skyscraper:

-

Knowledge masters:

How things works

Mechanical helpers how do everyday things in the home such assistance,

Electricity in the home electricity: power many households work such assistance electricity in the home electricity power many households // Material and step task operational making

-
- Making music:
- Clocks watches:
- Engines and gear:
- Vehicle safety and security:
- Vehicle safety and security:
- Flying machines:
- Ships and boat computers:
- First time building Europe counting:
- Computers:
- Keeping in touches:
- Record sound and medicine in to :
- How do rocket and satellite :

Smart kids fund experiments to do and learn science learn science step by steps instruction

Trading marks

- **Instruction:**
- **Fascination**
- **Content**
- **What you need starting needling starting your science lab**
- **Rocket balloon sequence:**
  Forcing action:
-
- Bottle diver make a model parachute:
  Sky diver make a model:
-
  - floating test: why do same things floating:
-
  Papers aero plane make an aero plane that readily files:
-
- Pear aero plane make that really files:
- Make pepper helicopter that make spinning flying:
  Action how does air make thing fly:
-
  Bridge shapes find how bridges stay up:
-
  Blustering act make an acrobatic clown:
-
  Seeing sound seen sound vibration:
-
  Phone a friend:
-
  Singing glass make a noise with a glass:
-
  Bottle xylophone make music looking at light how does light behave:
-
- Bending light seen how light how does light behave:
  Bending mirrored writing tricks your eyes a brain:
-
- Shadow puppets make your own spooky shapes,
- Optical:
  Picture mixer: turn two picture into one:
-
  Mixing colures: mix points to create news colors:
-
- Pin and sweet colures:
  Find colures in pens and sweep:
-

Changing states: solids liquid, and gases:

-

Liquid next: do all liquids mix together:

-

Solid test which solids dissolved in water:

-

- Vinegar volcano: watch a volcanic:
- Acid test: are things acid alkalis
- Magic milk make a color full milk

- Giant bubbles make huge water bubble magnet test experiment with magnetics

- Floating compass find nord balloon power explore statistic electricity radio wave transmission

- Pretty flower

Make you will need large glass pepper scissor pan:

-

Trace or copy picture:

-

6 piece of book:

-

Radio wave transmission, signal attach the second piece of wire for other

Touch the two free end wired log you should radio, spark signal current, switch select am band

- how things work

4. written and tested by teachers illustrated, 365 days' science experimental find out how much fun be through hundreds of fascinating experiments:

4.1 - astronomy task step trading, sun and us relationship sun earth and the moon:

Material and step task operational making

- material: one large balloon model lying clay , wire , string tapes, plastic bottle , show :

- step: make a turn bang blow up a long balloon as attach another price wire happing

4.2- gravity:

Material elastic ball

Step doing

-4.3 gravity pulls making gravity down seen inside a box shape of earth

- material step

4.4 season, tides angled light :

Material steep

Greeting chip

Images of the sun :

-

Sun pots :

-

Moving sun :
Material and step task operational making

-

- Sunset in box
- Different moons / phase moons

Moon gazing :
Material and step task operational making

-

Your weight on the moon :
Material and step task operational making

-

Reflective telescopsorites crater:
Material and step task operational making

-

Meteor bu:
Material and step task operational making

-

Refracting telescopes :
Material and step task operational making

-

Gazing at stars:
Material and step task operational making

-
Start motion black holes :
Material and step task operational making

-
Start gazing splitting light:
Material and step task operational making

-
Making a speeding starts :
Material and step task operational making

-
Spaces clouds / your own :

-
Beed room night :
Material and step task operational making

-
Space clouds your owner:
Material and step task operational making

-
Beed room night:
Material and step task operational making

-
Potato asteroids :
Material and step task operational making

-
Greenhouse effect :
Material and step task operational making

-
Orbiting the sun rusty :
Material and step task operational making

-
Our solar system:
Material and step task operational making

-
Uranium and sun:

-

E.t rocks :
Material and step task operational making

-

Mater burnout:
Material and step task operational making

-
- Rocket launcher, working in space
- Material and step task operational making
-
- Robot arm:

- Showdown in dances travel to the room eating in space

- ---

- Astronaut suite :

Material and step task operational making

- Super hearing :
- Material and step task operational making

- Flying in space signals and satellite :
- Material and step task operational making

- Orbiting and satellite :

- **Biology :**

- Classifying living thins :
- Material and step task operational making

- Min greenhouse make a mini greenhouse grow plants :
- Material and step task operational making

- Sweating plants step material :
- Material and step task operational making

- Magic balloon use use gus :
- Material and step task operational making

- Barney banana material :
- Material and step task operational making

- Fruit or vegetable material when :
- Material and step task operational making

- Ginger :
- Material and step task operational making

- Lemon floatiest :
- Material and step task operational making

- Mold colored modules different floods :
- Material and step task operational making

- Making a composite bin :
- Material and step task operational making

- Making a composite bin :
- Material and step task operational making

- Make a comp bin make a comp bin to keep at home steps composition is my home :
- Material and step task operational making

- The oldest tree how can you measure the age of three :
- Material and step task operational making

- Gasses :
- Material and step task operational making

- Bank rubbing :
- Material and step task operational making

- Bank detective :
- Material and step task operational making

- Leaf rubbing :
- Material and step task operational making

- Graze leaves material peppers pencil tab step experimental :
- Material and step task operational making

- Three cyclopedia make a book photo of :
- Material and step task operational making

- Pressed leave flowers oldness peppers heavy book freshly picked :
- Material and step task operational making

- Making pot poured :
- Material and step task operational making

- Colorful celery :
- Material and step task operational making

- Stem less flowers :
- Material and step task operational making

- Prest :
- Material and step task operational making

-

- Salty bean spnouts :
  Material and step task operational making

- Grass s leave flower oldness
- Material and step task operational making

- Peppers havy book freshly prickly :
- Material and step task operational making

- Plants and water :
- Material and step task operational making

- Brow light clear light :
- Material and step task operational making

- Undercover leaves plant from other plan :
- Material and step task operational making

- Salty bean spouts :
- Material and step task operational making

- Grass heads :
- Material and step task operational making

- Is a spider an insect :
- Material and step task operational making

- Buzzy bees :
- Material and step task operational making

- Catching arts make art colony create a news insect leaf eaters :
- Material and step task operational making

- Attract making butterfly :
- Material and step task operational making

- Feeding birds ponds injured wriggling worm :
- Material and step task operational making

- Guard dogs foot print detective find and identify defend animal foot prints make plaster cost :cardboards
- Material and step task operational making

- Stop beach :
- Material and step task operational making

- ---

-chemistry

[date] experiment [note]

-Rise up: material step make :

Material and step task operational making

- Candy molecules make water H20, co2 make :

Material and step task operational making

-making starch material step :

Material and step task operational making

- carbon very where :

Material and step task operational making

- changing shape :

Material and step task operational making

-colorful sugar :

Material and step task operational making

-cooling down :

Material and step task operational making

- corning goa :

Material and step task operational making

- green slime :

Material and step task operational making

Fast rust :

Material and step task operational making

Material and their uses :

Material and step task operational making

-melt or burn :

Material and step task operational making

-preserving food :

Material and step task operational making

-preserving food :

Material and step task operational making

- the floating egg :

Material and step task operational making

-save our chemical :

Material and step task operational making

-apple :

Material and step task operational making

Mm field apple lemons :

Material and step task operational making

- Milky plastic :
- Material and step task operational making

- Acid or base :

Material and step task operational making

- Clean cleaner :
- Material and step task operational making

- Disappoint earing act

Material and step task operational making

- Crystals everywhere :
- Material and step task operational making

- Message :
- Sweaty egg plants
- Material and step task operational making

- Melting ices :

Material and step task operational making

- Salty ice :
- Material and step task operational making

- Baked ice

Material and step task operational making

- Baked ice cream :
- Material and step task operational making

- Squishy ice cram :

Material and step task operational making

- Peppery skinbbly drinking
- Material and step task operational making

-
- Soap boast :
- Material and step task operational making

- Swirly colors :

Material and step task operational making

- Wax factor :
- Material and step task operational making

- Sweet dissolving :

Material and step task operational making

- Tile bottle :
- Material and step task operational making

- Volume :
- Will it mix :
- Material and step task operational making
-
- The big ice
- Material and step task operational making
-

- That egg hard bolded :
- Material and step task operational making

- Blowing bubble :
- Fire extinguisher card extinguisher :
- Material and step task operational making

- Light out :

  Material and step task operational making

- Fizzy sherbet
- Material and step task operational making

- Green to red sty brick

  Material and step task operational making

- ---
- **Geology and geography**
- The ancient continent :
- Material and step task operational making

- Making sand stone :

- Material and step task operational making
-
- Making limestone :
- Material and step task operational making

- Making conglomerate rock :

  Material and step task operational making

- At home paleontologist :
- Material and step task operational making

- Missing foot prints search rock search :

  Material and step task operational making

- Rock hunt identify and group :
- Material and step task operational making

- At home volcano, lavacy :

  Material and step task operational making

- Float or sink :
- Material and step task operational making

- Which rock :

  Material and step task operational making

- The amazing FL magnetic rocks
- Material and step task operational making

- Dishing up the crystal :

  Material and step task operational making

- Crystal on an stalactite :
- Material and step task operational making

- Fizzing minerals :
- Making refloating rock n
- Material and step task operational making

-
- Waning for sand :
- Material and step task operational making

- Panning for gold works

  Material and step task operational making

- Sedimentary situation :
- Material and step task operational making

- Watch the is sand :

  Material and step task operational making

- Mapping the ocean floor :
- Material and step task operational making

- Smag alert :

  Material and step task operational making

- Is pollution problem steps :
- Material and step task operational making

Physics

-Home made

Material and step task operational making

See how sound wave can travel things

-What is that noise to :

Material and step task operational making

The match box guitar instrument

Material and step task operational making

Snappy ruler :

Material and step task operational making

- Musically the distance :

Material and step task operational making

-Material :

-Musical :

-Sticking to the outline :

Material and step task operational making

-standing in the shadow :

Material and step task operational making

-reverse need your lenses fixed :

Material and step task operational making

-rainbow light :

Material and step task operational making

-celling round bow :

Material and step task operational making

-color life :

Material and step task operational making

-mighty whiting :

Material and step task operational making

-am upside investigate the bending of light this called refraction filter :

Material and step task operational making

-turning to why combing which parachute :

Material and step task operational making

-turning inside balloon :

Material and step task operational making

-sailing the high season

Material and step task operational making

Failing over: show how energy transferred :

Material and step task operational making

-crater that :

Material and step task operational making

-bounce higher :

Material and step task operational making

Investigate bouncy energy :

Material and step task operational making

Aero plan wing :

Material and step task operational making

-lost my marbles :

Material and step task operational making

-lifting higher :

Material and step task operational making

Ion action make batter :

Material and step task operational making

Lemon :

Material and step task operational making

-electric static:

Material and step task operational making

Investigate the energy of static electricity :

Material and step task operational making

-match box cars show how magnet work solider :

Material and step task operational making

Magnet field material iron filling paper pencil magnetic :

Material and step task operational making

Demagnetizer can destroy magnet unwater :

Material and step task operational making

Acid cassette tape magnet plays reduce

Material and step task operational making

Weather

-measure temperature: make a device that food color :

Material and step task operational making

-clear bottle cold modeling pieces of :

Material and step task operational making

-catching color full rain drops :

Material and step task operational making

-feeds

Water putting or week freezing cold part freezing, :

Material and step task operational making

-make your own lighting :

Material and step task operational making

-your heavy is the wet dry salty rain color weather precipitation :

Material and step task operational making

Freezing liquid :

Material and step task operational making

CABINET MAKING FOR BEGGINERS, ADVANCED,

DRAKE HOME CRAFSMAN'S

Contents:

Chap I the kit of tools:

-joints: Material and step task operational making

- cabinet construction part:

saw chisel and gauze brace and bit plane purpose of the shooting board purpose how plane iron baring and down

-cabinet constructuction part

-veneering and laying: mortise and tena

-drawing cutting lists: side how drawing form slips use door, explanation what is scaling drawing ellipse marks stripe bisect angle join piece compact, glue fitting mirrored frame design bookcase,

Cut list end, long wide the top bottom back feet,

Elevation chief top close to close up view of

-making out etc.

- timber in cabinet work

-glue fitting, etc. typical cabinet design :

--light stool framework elevations tools, piece, legs, rail, stretcher rails, stretcher rails, design section ,

Trolley elevation in part section with main size,

Make toys : design toys ,,

Rock and gem: polishing complete to amateur lapidary

-introduction:

I cutting a pebble in pebble in half diamond blood knop scale pulled motor and drive belt thank and coolants, cutting table and splash guard setting up your machine last minute check cutting,

-cutting slab: the slab saw first slab, blade sharpening and slued cleaning

-grinding and polis hinging a flat surface cost a flat surface cast iron laps other equipment using the lap polishing using yours slabs,

- preforming stone before tumbling gridding machine care of grinding machine care of grandly wheels, grinding you perform using in jeweler making with carbon,

-drilling a hole in a stone

-simple faceting, preforming the stone faceting or forming the stone

- gem collecting the rules for success ingeniously rocks summary of rocks talk, look form summary of likely gemstone,

-buying stones and fitting selection of imported rough rock available from

- rock shops and lapidary club, supplier

Introduction earth movers is , blade bowls , bucket is used excavating or digging up material such , soils rock or dirt ,,

Sizes works, big

-energy from oils and gaze drilling in deep water,

Rigs 500 meters, semi-submersible, a drilling ship,

--Water ecology project, water planet activity

Water cycle raining, from cycle , ramming waters , still a drinking of water sewers and swage,

-sunlit seas, pressure

Chemical industry:

Natural processor material

Material and step task operational making

-Requirement or processing and synthesis

-supplied industrial plastic, dye soap, detergent

-product tone sold court benzene

Chemical reaction, pvc

- Chemical engineering lab
- Take process solve problem
- Pilot plant scale , plastic
- Silicon chips,
- Digital watch

…THE LOCAL RADIO STATION

A new radio local station

Material and step task operational making

What is commercial radio:

Preparing the breakfast show

-the microphone

-the news room

- program planning:

The advertising departs

- Making a advertisement
- - the engineering department
- The managing director
- First commercial radio,
- - local radio today. control of advertising

Modeling product appears on pepper

Simple shapes and guide

- Resource task :
- Grids layout circuit :
- Board circuit :
- Material for rapid modeling plastic :
- Found material packing fabric material packing :
- Cut away view explore :
- Ergonomic modeling :
- Anthropometric data :
- Construction kit :
- Structure mechanism hydraulic system :
- Computer assisted :
- Music subsystem :
- Presenting your product idea :
- Using isometric view :
- task testing 3 varieties of ice cream drawing a frame around or image :
- Rectangular place in to a real environmental :
- ----------
- Presenting your idea in a context, putting perspective draw :
- Draw line vanish department room :
- Display and exhibition :
- Presenting model prototype :
- Mounting a display surface working :
- Presentation report document :
- Written material using computer hand written layout information for making :
- Producing resistant material manufacture board word :
- MARKING OUT AND CHECKING THAT IS CHECK :
- MARKING MARS MARKING OUT LINE PARALEELE :
- Trimming cutting word to making farning sheet material thermoing :
- Casting metal using machine tools cad :
- Mourning describing part, pva synthesinsing p :
  plastic marks requirement cut around glue and plying heat peace when is cool using low temperature molding material vacuum forming thermoplastic
- Forming sheet aluminum alloy or copper by hold :

- Casting metal using machine tools using computer control tools cad :
- joining describing pva , synthesis exposition fitting screw , panel pin staples :
- Way of joining but joint brazing and joined :
- Brazing and joined solving material to be joined solding :
- Cleaning wood plastic varning enameling deep coating :
- Construction, technical edge cards :
- Mechanism movement line rotation a reciprocal oscillation :
- Metal turning :
- How to down material tools men machine power of man basic structure human muscular :movants weep muscular movement wrap basic shapes off forms
-
- ---

RADIO SET BUILDING CONSTRUCTION PROJETION BEGGINEERS JUNIOR BUILDING PLANTIF

- Main requirement low cost schematic circuit hare board panel :
- Motor driver section side view:
- Cutting out ports :
- Pattern plan view :

- Baby biplane wood :
- Cutting out port :
- Wood edge rabute zor blade :
- Log cabin elevation :
- Sprinkler truck :

Three-wheel motor material letter, numerique name

Tools: try squire, rule, clamp, wood file, wood chisel, coping saw, frame and lamination raw, 2 by

- Grade :
- Design gymnastic
-

- **information technology dictionary :**
- Alu , arithmetic logic unit , acu code one code use to represented letter case code use to represented letter
- Case t send the binaires code 0120100

Symbol	Decimal	binary	hexadecimal						
?	**33**	**001000**							

01010011=

00110011=3

-master file file

- master slave system

-master computer the largest Poe full

Master slaver style is use many computer network, note.

- Read /me. File >> recovery program, routine
- Running web

Vga , video graphics ,,

-**EDUCATIONAL THE IN TIME PERSPECTIVE: INVENTION DISCOVERY**

- in time

- pedagogue history of education:

Orientation Greek ideas :

- sophistic conception of man :

-Socrates idea of knowledge aristo elite :

Socratic idea :

- roman idea idea :

- early Christianity :

- medieval humanistic :

- pedagogies become science founder :

- history of education use , uk , rsa :

Methodologies of historic :

Rsa university development

Psychologies: t experimental test reliability orientation

- **Motivation definition stimulation:**
- - learning selective motor skill :
- -cognition: memory measure retention the organization information development: hereditary greening maturation readiness experimentation development development
- Society intent attitude change consumer personality :
- Emotion
- ----------

-**direct social practice theory and skill, social direct practice domain philosophy process operational**

- exploring assessing planning repletion building skill :

- the change orientation phase :

Termination evaluation in education seta :

Psychometrical:

-test experimental :

-test orientation measure cirriculum :

Labour relation in education seta

Fundamental pedagogic:

- Phenomenology and philosophy :
- - isolation experimental briefing linguistic :
- - memories handling :

Didactics for student undergraduate , post-doctoral master ,

Didactic orientation:

Definition didactic; science :

Description :

Pedagogy :

Activity :

Situation :

Pedagogy :

General, andragogy :

-didactic environmental home school didactic task of school the teach pupils learning content :

- Didactic, formative theory learning model:

-**classroom practice and orientation**

// discovery

- Demand mode on the teacher public situation experience in school :
- Education education science and teach training :
- Historical pedagogies :
- Time culture phenomenal :
- The curriculum and syllabus in the school:
- National system design syllabus supporting material for syllabus :
- Structure instruction on teach model :
- Learning and memory at school :
- What is vocational guidance :
- What is teaching :

//* curriculum I s planor program conceptual for learning teaching, aim meeting training requirement select :

Short : explanation , content concept term cirriculum , occur system , term evaluation research term school cirriculum :

- Theoretical of realization national system for curriculum by central body design national school :
- Joining author school reliability system, levy :
- -social political idea :
- Role teacher :
- Quality teacher teaching
- Curriculum: characteristic evaluation core:

---lesson design:

- Reduction of content :
- Selection and analysis of learning content :
- Classification and structuring of learning :
- Content terminology :
- Schematic outline :
- Learning objective :
- Setting classify of learning :
- ----------
- Cirriculum development skill phase, :
- Step, skill s planning :

- Development of new material, :
- Development of new material :
- Testing :
- Implanting :
- Measure technique :
- Marking answer :
- Measure relative achieved :
- Scatter deviation :
- Partial correlation :
- Criterion direct :
- Student performances:

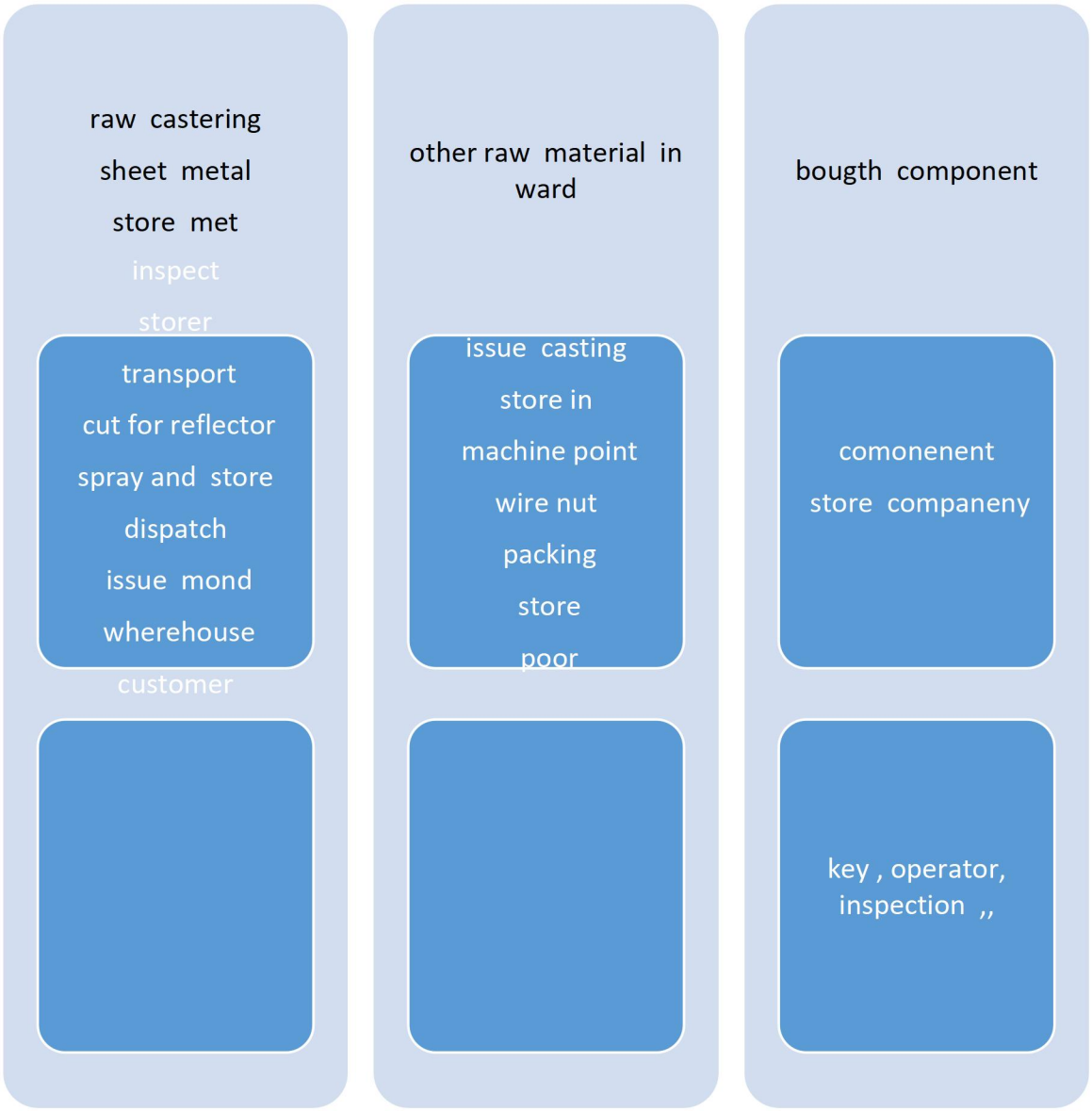
- **INDUSTRIAL ADMNISTRATION MAMANGEMENT**:
- - general framework: what is this , historical group mate complexion :
- General principle and the growth of management, : what is this ,,,, growth of management , outline of management
- Theory definition of management : < what is this, theory definition the function of management:
- Business organization : scientific organization the division of management ,
- Growth of organization : , stage of growth
- Organization charts organization problems :
- Planning traditional and modern organizational :
- Theory future requirement :
- Production marketing :
- Organization and the manufacturing :
- Stage in producing :
- Stage in producing :
- Product design producing :
- Manufacturing function, :
- Production the ancillary function:
- Maintenance production planning and control: storekeeping :
- Purchasing handling of materials :
- Marketing: the marketing organization :
- The administration function, introduction, area of administration :
- Point the personality: management and wages administration growth of industrial relation, trade union employment association collective bargaining join negotiation :
- Personal negotiation :
- Personal management motivate: of employments, association collective , motivate of fu
- Content of a personal policy achievement of harmony of objective,
- The personnel department and staff,

Recruitment: personnel manager personnel function organization of the personnel department , staff recruitment select ,

Functional analyses management

Function	Executive							
Central District	Owner general	Work manager	Sale manager					
Production Control **Owner management** **Product manage** **Work** **Sale manage** **Account**								

--organization and the manufacture flow characteristic flow chart , progress of material factory Daly illumination , manufacture of fluorescence ,, ,, equipment electrical component , basic , advanced


raw castering
sheet metal
store met
inspect
storer
transport
cut for reflector
spray and store
dispatch
issue mond
wherehouse
customer
other raw material in ward
issue casting
store in
machine point
wire nut
packing
store
poor
bougth component
comonenent
store companeny
key , operator, inspection ,,

Product design ,

Employment policy

Wage structure

Production planning progress schedules :

Type	Line	Requirement		

Programmed:

Size	Solids and thick	This flat	Cylinder cross	

- **Reach to grows screwdriver analyses**

-	**Work factor time unit**	-	-	-	-	-
-	**Grasp screw driver**	-	-	-	-	-
-	**Move screw draw head**	-	-	-	-	-
-		-	-	-	-	-
-		-	-	-	-	-
-		-	-	-	-	-
-	**Total**	-	-	-	-	-

Activity simple

Operational research work studied engineering design test landscape

Mount

Wire up , assembling

Order code

*__**board of director**__:

Personal	Personal	Z		
X employment **Interview** **Recruitment** **Selection** **Procedure** **Validation** **Safety**	Wage and salary Wage salary Job evaluation Promotion Drawing	Induction Apprentice Management Education Professional	Join Construction Staff	

-personnel record

Surname :

Address

Date of store Transfer	Reason for award	Department	Job	Consolidate salary basic rate job Rate note years annual total	Termination reason	Previous employment Depart Annual

-reason of reward bonus on profit of the company:

- share older

- salary paid in the past years

- legality and high level :

Management earning 2000 per annual received bonus report:

-unfrortnenaly vacancy talent employment:

-cash pay sub less, unless income employment

-provide only incentive tax for director top management:

- issue of share

- partner's employee vs employee unfortunaly theory practice tended:

- bonus on output output prime cost overhead cost work work

- salary + bonus

process

- bonus for clerical and incentive scheme

- productivity bargaining agreement link wage work incentive :------

- dispatching requirement works rate card

- manufacture order

Date: specification

Description : department

Code : material :

Drawing price

Process

Process	code	Department	Charge to	Equipment	Charge	Rate	Special instruction	Inspection detail	Special treatment process

-material requisition

Quantity requirement	Quatity issued	Sign of store keep	Description	Code number	Required by	Job number	Date	Sign foremagn	

- Control sheet

	1	2	3	4	5	6	7	8	
Colock number									
Operation code									
Quantity price									
Quantity score									
Quantity delivery									

- Internal delivery note student code number

Code number	**Order number**	**Grp**				
Description						
Supplier						
Number advice						
Received						
Advice note						
Received inspection						
Rejected						

Passer

-progress note

Description Quantity	**Operation**	**Op no**	**Operator name**	**Clock number**	**class**	**Inspection**			
Inspection number Reason for scrape Sign	Reject	Passed forward Part passed Forename	remain						

- Job evaluation and wage structure : merited rating
- :
- Personnel problem:
- Induction training wage and salary:
- Personnel problem:
- Discipline promotion
- Safety labour turnover management by participation personnel statistics
- Financial management: , scope of accounting of financial source of . outline of financial
  Definition , the purpose of accounting , transition : from financial to cost accounting classification of cost controlling cost head cost
- Miscellaneous overheads
- Cost accounting system
- Process casting
- Job costing
- Batch costing
- Hybrid costing :
- System organization for material for material organization

Study job senior electronics engineering

The job					
Location					
The salary					
Foreman					

-

- Production office:
- General office service : customer typing dictation
- Correspondence facilities: typing dictation
- Duplicating: machine, photocopy, miscellaneous technical
- Telephonic related service
- Office machine , punched card accounting ledger pasting machine .
- Calculating machine addition
- Correspondence type writing service

- Examine company secretary medium size buy cost, cost information buy office company

- Invoice number
- Coverage 500 item code account machine determiner total charge, economies, creditor economic
- Trade union work group bargaining employment wage and conduct labor product,
- Work class, perform bill extended
- Strike skill craft, :
- Unskilled :
- Over all achievement :
- Dead lock :
- Labour party parliament :
- Work education legal agreement :
- Council industrial :
- Application for employment form factor.
- Method of costing and controlling :
  Def: budgetary control, standard costing marginal

  -profit and efficiency, profit and loss measure:
  -statistical method: charts and graphs :
  - statistic quality control :
  - designing experiments: time series published statistic :

  -the rise of industrialization rigid edge development scale new technology:
  - principal development in some major industrial code iron and steel engineering :
  Textile chemicals and artificial fiber,
- Scientific research:
- - economic environment: demand and supply cost of production,
  Type of competitor presale price maintenance the general economic

  -general principle of financial and business law:
  - banking and financial trade credit the commercial the bank of England the merchant banks agency sale of good miscellaneous
  Element of industrial low apprenship
  Contract employment factories act office , social industrial arbitration , injuries , industrial arbitration , industrial relation : ,
  Issuing houses hire purchases , financial and commercial financial cooperation ,

- Government and industry :
- Introduction, development of government organinsation, government control of economy control of economy of legal system the low in modern
- Community : source of low common low the judicial legal personality the idea property
  General principle of contract and commercial ,low contract liability for dangerous ,
  premise : social industrial arbitration , injuries , industrial arbitration , industrial relation :

-job description:
Job description:

Job essential :
Set up drill:
Studied product order and drills holes
-job analyses :
- job requirement :
-skill training :
-responsibilities :
Mental effort
Work condition

Job class	**a**	**b**	**c**	**d**	**e**	**f**			
Average rate	60	65	70	75		85			

- Professional experience based on training :
- A / work career out by unskilled institute , semi : years point

Institute semi	**- s**	**Year**	**P o i n t**	-	-	-	-	-	-	-
-	-		-	-	-	-	-	-	-	-
-	-		-	-	-	-	-	-	-	-
-	-		-	-	-	-	-	-	-	-
-	-		-	-	-	-	-	-	-	-
-	-		-	-	-	-	-	-	-	-
-	-		-	-	-	-	-	-	-	-
-	-		-	-	-	-	-	-	-	-

Continued	**Intelligent**	**Below average**	**Skill experience**		

Merited rating

-unfornatly: difficulty

Basic rate per hour+ normal performance :

Basic rate + epsilon 0,01+ skill per

Basic rate + epsilon 0,001 + very skill

Point evaluation

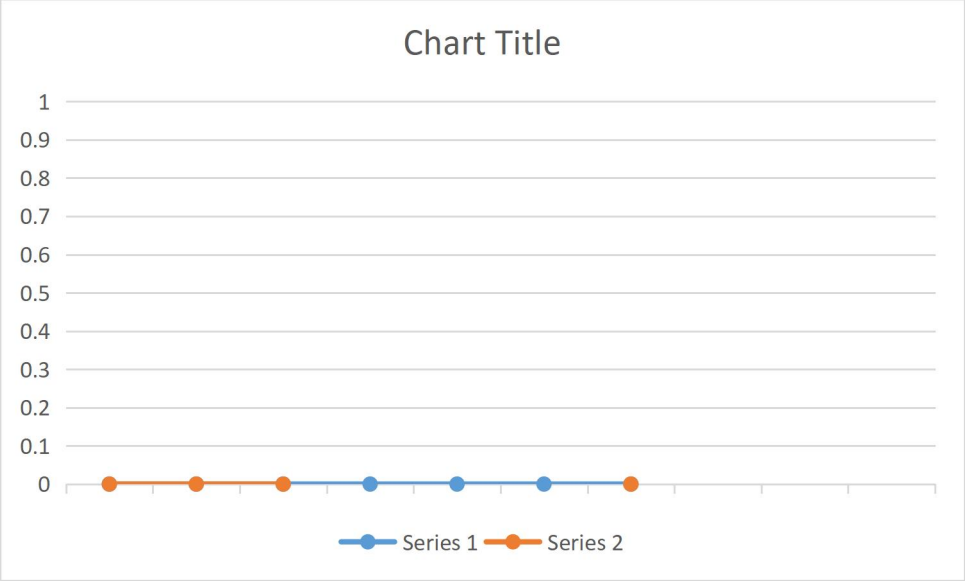
Type of performance	Group of work	Individual point	Total		
Messenger **For non-confidential message**		unskilled			

Job evaluation **Job description reference** **Job title : drill operator , Forman, tradman, senior , junior operator, engineering**	**Form department machine shop**	
	skill	**Date note max**	**Point**
	Training Dexterity Complexity Basic kedge Responsibility Initiative requirement Control over product Core of tools Quality control	12/ 20/ 18/80/ 5/ 5/ 5/ 5/ 5/ 5/	6 25 15 12 583 4 4 4 4
	Mental effort Dealing with situation Concentration Working condition Unpleasant working Condition Monotony Physical effort Special hazard	12/ 13/ 25 5/ 5/ 5/ 5/ 5/ 20/	19 8 6 14
	Maximum general	150	102

Job classification

Grade	**a**	**b**	**c**	**d**	**e**	**f**			
Point	Possible up 10to 100					141to 150			
Point award									

Point



Tpm : product maintenance ,

Tpm new direction in production :

- **Achievement zero breakdown** the parlors factory
- -challenging limits from pm to tpm :
- - development stages of tpm: definition and distinctive striving for overall equipment effectiveness zd and tp defect prevention system , Toyota production system between terotechnology and logistics
- Maximizing equipment effectivement, breakdown and minor stoppages stop accelerating the detrition of equipment five counter measurement , unlicensed operated ion automated plant errors in equipment investment the five tpm development

-organizing for tpm implementation:

Twel step of tpm development

- Announce top management decision to introduction
- - launch education compare creates organization
- Establish basic tpm basic tpm police,
- Formulate a master ,
- - tpm implementation and stabilization
- Step 6 hold tpm kickocc
- Improve equipment effective
- Establish an autonomous, program for opened

- Scheduled for maintenance
- Conduct training to improved operation and maintenance skill
- Development initial equipment management implement
- Tpm small group activities in he organization
- Small group god concept
- Evaluation maturity
- Evaluation
- Tpm prize outstanding

Life cycle cost

Design table system maintenance

Policy	**Maintenance**	**Maintenance execution**						
Plan								
Do								
Correct action								
Action take								

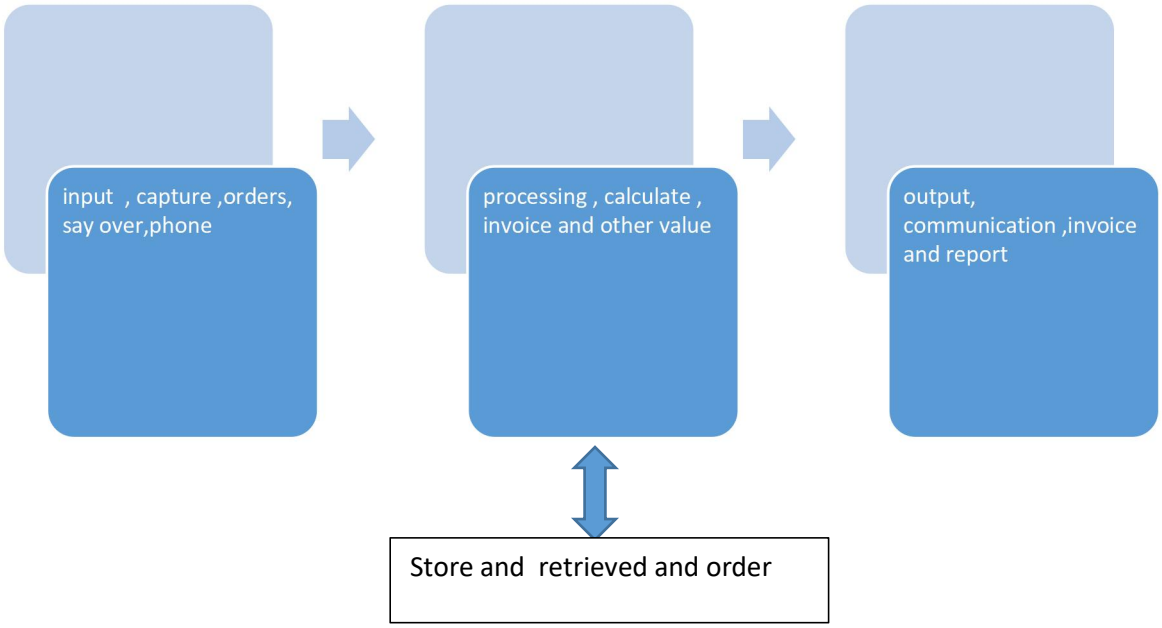
Office automation / student guide experimental , application college

- **Office system and computer the office , 4 kinds of information , information processing** operation ,
- Office procedure
- Office system
- Office automation, eg
- Office system designing system
- The impact of office automation on job work,
- Office automation hardware computer and office: how computer work disk drivers , input devices output device output device networking other office automation
- The electronics desktop system software, operating system task, operating system command
- Operating environment windows
- Record keeping: record keeping card record keeping task record keeping , application types of record keeping software , some database package , choosing package ,
- Spreadsheet, spreadsheet, compared spreadsheet, task read sheet package , using a spreadsheding package , spreadsheet , spread template ,
- Word processing conception : using package word processing task word processing application word processing package desktop

- Other office automation software personal productivity software , presentation graphics , package , hypermedia programs expert system project planning
- ----------
- Computer : communication and networks communication concept hardware and software telecommunication circuit switching and packers , switching telecommunication service

---

- Sale office variouse grade
- Sale office :
- Secretaire office
- Personal mange office
- Kinds of information : data , text , text , image , voice
- Data: piece assign
- ----------
- Information processing operation capture word , from store and retrieved :
- Process information , communication


input , capture ,orders, say over,phone
processing , calculate , invoice and other value
output, communication ,invoice and report
Store and retrieved and order

-outputs from office system transaction document , order invoice report , month day to work resource :

Type office : clerical

System : operated equivalent

Secretarial system and management system system operating

	Data	text	image	vice			
Sales Office Secretary	Quantity						

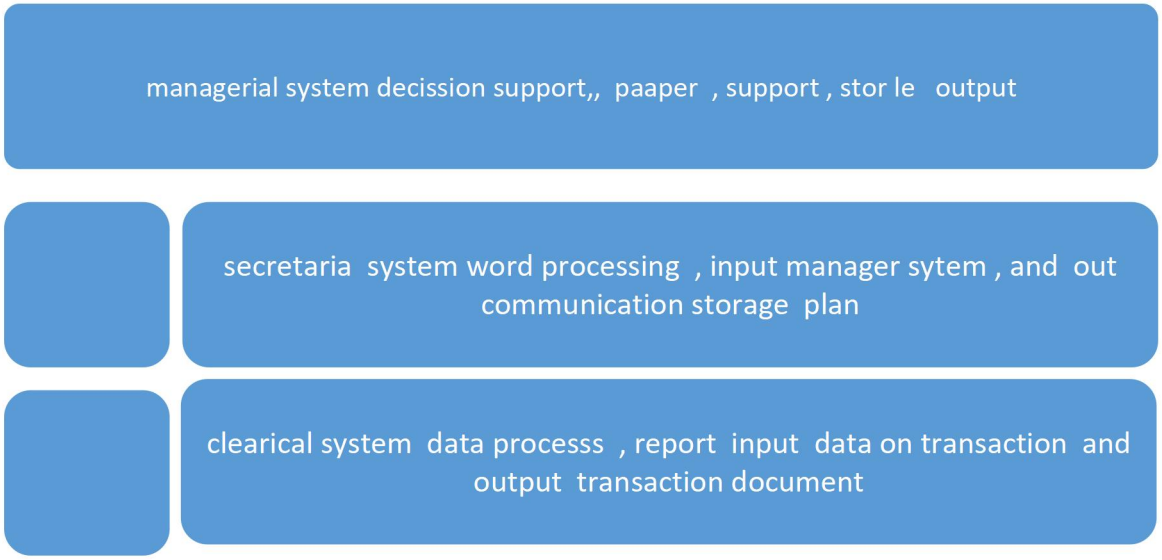
Other procedure

	Capture	store	process	community			
Sales office	Order over phone						
Secretary office							
Secretary office							
Personnel manager officer							

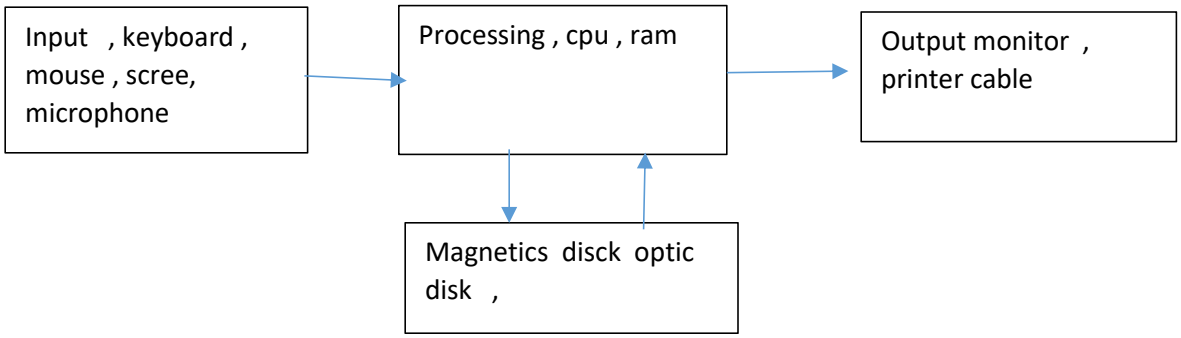
Office system : number of procedure in the sale office procedure sales document

-receivers input from its environment

- process the input procedures


managerial system decission support,, paaper , support , stor le output
secretaria system word processing , input manager sytem , and out communication storage plan
clearical system data processs , report input data on transaction and output transaction document

- Office automation oa referred to the use of technology career information modem oa technology



Computer and office system :

Student record

- Surname forename dob
- Sheet town country
- Post code phone
- Dep course years tutor
- Subject

- **Subject**	**1**	**2**	**3**	**4**	**5**	**6**	**77**	**8**	**9**	**Av exam**
-	-	-	-	-	-	-	-	-	-	
-	-	-	-	-	-	-	-	-	-	
-	-	-	-	-	-	-	-	-	-	
-	-	-	-	-	-	-	-	-	-	
-	-	-	-	-	-	-	-	-	-	
-	-	-	-	-	-	-	-	-	-	
- **General student**	-	-	-	-	-	-	-	-	-	

- Requirement: activity : assessment of the requirement requirement select office automation hardware for installing in office college prepare , computer system and configuration the device describe in this section

-stock record

Code no,,,, software name :

Supplier : recorder level: cost price :

Seller price :

Date	**Receipt**	**issue**	**Biden**			

Design assignment office system :

The student record system on computer , computer screen .

Superior , produce , student , record system

Impact office automation on job

-office and employment purchasing productive society

-office job content

Health job

Health sailing office

Purchase record card

Part no: ……. description

Supplier :

Order date	supplier	quantity	Price unity	Order		

-Trainee record

Surname : forename :

Dob

Street home

Town

Country

College

Course

Date location

--------trainee record system ,

On lie database and bulletin job large line using a personal computer bulletin

Course file	**Customer file Data read me**	**Data read Invoice document**	**Advice document**						
Course statistics report									
Financial report									

Hardware and software : get computer communication via the telephone need modem

- Communication software large number package are available pc 2000pc :
- Modems: word modem is short modulation demodulation describe device witch send received :telephone care wave want communication to authored computer , analogy electrical wave :
- Activity:
- Baud rate :other signature , rs 232 , rate 3000/ :
- Protocol : beside baud , rate protocol computer fortune: ,,
- Bandwidth medium telephonic is define range of frequency available signal kHz mean :
- Local area network : use talking up of computer another peripheral device one application ,lan
- Retrieved file from the hard disk cable file sever : action transmit output :
- In the Ethernet system a station wishing, :
- Telecommunication, means distance technology radio tv wave electric wave base radio system pc communication . :

The teaching model

Learning content Reduction of content Setting Object	Didactic for Fundamental Form Methodological Mythological Order	Guide and self Individualizing Socializing Tempo different Teaching		

Course of the lesson

Introduction phase :

-middle phase : exposition of news content

-phase conclusion phase : functionalization , evaluation

- Lesson design
- Reduction on analyses of learn of learning
- Conception terminology
- Schematic outline
- Selection on analyses of learning contentment
- Classification and structuring of learning
- Content terminology
- Schematic outline
- Learning objectivity
- Setting and classification learning objectives
- Posing the problem exposition monitoring
- Functionalization
- Reinforcement application

VOCATIONAL GUIDENCE THEORY AND PRATICE

- Vocational guidance in context :
- Psychological explanation of occupational choice :
- Trait on factor priory, personality development social learning decision making autonomy:
- Sociological explanation of occupational choice social class, gender ethnic groups, opportunity :
- Structure, a interdisciplinary framework :
- The interview philosophy structure question talking silence nonverbal communication :
- Career advisor: role practice their career help final employment choice working day influence psychological sociological writing psychologic testing has reminder :
- Clean :
- Discovery research career education idiocy number career teacher in schools make youth wisdom :
- Matching limit job satisfaction judge employment summary personality :
- Relationship amount realistic, investigation, conventional, artistic enterprising, social :
- decliner (65- retirement or reduction :
- Social learning theory:
- Test genetics, environmental learning experiencing apprentice skill :
- Entrée at) level total student :
- Interview: experience talk great client center , scope client , talking time , 29 career find ,introduction topics , question , measure control silence listing nonverbal gesture posture :
- Student of 250 school leavers, 72/0 found career question of expectation, help full :
- Question of expectation help full :
- Compare student help assessment :
- How well informed student were of options availed :
- The extent that students hod working out practical steps necessaire to active their core, :
- Inspect career service rate student framework transition from school to working life interview 70% students 10 awareness of the option guidance, aware beware :
- Progress in planning next practical step were by substantial :
- **Interview were general effective general vocational awareness ,, progress participated in it planning curriculum involvement of career officer , in the school contribution** to :effectiveness of the interview:
- ---
- Counseling client centered : limited goal is appropriate self conception :
- Development career counseling: exploration problem discovery problem invention innovation :solving stage one clarification management implementation and evaluation
- Counseling skill in term , skill listening attend client by noting verbal non verbal , basic non :
- Reflecting responding to felling and experiences repealing the client ideas in :
- Leading encouraging , discussion focusing to try and avoid :
- Summarizing pulling the confrontment :

- Confronting feeding back opinion honestly to help the client description to help the client description :
- **Interpreting: using question to enable interpreting using question enable , awareness , use** of symbol or imagination informing giving information and making
- A spectrum of face to face consultancy skills, interpretation and diagnosis behaviously open reinforcement information :
-

Training and development activity	Suggestion For next action	Reflection	Summarization clarification		

-counselor as expert counselor facilitator and client as passive and or client active

--education careers education in secondary schools self under , understand restricted , range of work consider program served pupils consider

- **Opportunity awareness: number of the program concerned personal development career education arear work , 1,2,3, provide majority of material 3,heading engineering relevant** exercise job information the nature of work , job market critical examining :
- Natural of work, job satisfaction job , analysis and job description variety of job linked , working condition , skills requirement , work location of how pupils structure their job prospect
- The activities call for variety of teaching styles best achieved, project work, survey in their job and simulation :
- Self-awareness: degree of conscious personality body means value self, decision in schools, self-assessment, self-description , but writing self porotype face to face skill share in grouped , :
- Awareness certificate , awareness diploma , awareness degree diploma, postgraduate awareness master job academic school faculty combination job and placement job guidance written :
- ----------

ACTIVIE GUIDANCE STANDARD

-ACTIVE GUIDENCE STANDAR :

- SELF KNOWLEDGE SELF SOURCE OF SELF KNOWLEDEGE : psychology test

Scholastic achievement

- Decision making : the stage of decision making
- Choosing a marriage : introduction , :
- Social conduct :
- Social relationship :
- Parenthood the work we do :
- Study of occupation , self study
- How to do

- - study of occupation , self study how to choose occupation self , study how to choose career apply ,, question

---

-**PRATICAL SCHOOL MANAGEMENT**:

- management

Planning cycle level : micro

- Decision making: step routing and innovation :
- Time management: the importance of time planning :
- Time table: the value of time table drawing up various :
- The annual programmer, drawing report and curriculum, :
- Planning, preparation and record keeping, model scheme of work prepared :
- Culture activities in the school :
- Sport :
- Educational execution :
- The teacher and human relationship :
- Classroom organization and routine
- Structure and education, head office office council, circuit of control, bad management :
- Types of school :
- Correspondence and filling system the prescribed filling system , sub files , :
- Directive regard Ely mail registration :
- School journal visitor log book, :
- Matter :
- In servicing training in service training for staff development task of principle :
- Subsistence and travelling allowance :
- The role of the hod :
- Delegation, coordination teaches work subject :

Performance: performance: appraisement :
Common value, reviewing career development,

Min form a factory school's academic

A= registration
AA= quarterly return
B=building and rounds
BB= inspection and inspection report
C=equipment and stock
E=religious instruction
H=establishment
J=security

R=financial matter and inquires

Sub files:

File BB: inspection and inspection report, BB/1 General inspection, BB/2 subject inspection Report, BB/3 correspond

Every school

-writes to school, letter, f hostel quads, ref, letter the det replier, file often: inspect return , inspect note is made ref

- mail register: keep record date of receipt: dispatch, name, number of certified, register article, natural, content, amount of money

***salary register: staff principal** :

Issue date of cheques:

Name of teacher or worker learners:

Number of treasure note or cheque:

Job portfolio doc

- Signature, by statement
- Signature register proof agent
- Journal, exceptional achievement, school concert
- Election of gov body, deputy legislation academic school, bill amendment material didactic disciplinary rules hearing
- Annual exam result ,, budget
- Awareness lecture teacher awareness learner aware job , labor job work management uif coid ,, ,, chancellor ruling litigation low amendment ,,, aware ,, granted bursary fund published escalator
- Trainer record ,, learner record file sale record,,, fortunately revenue profit t company school ,, deregistered school,, cipic sars etc,,,,,cds treasure close tendered post teacher senior junior phase job foundation elementary senior teach ,lecture supplier teach trading

-introduction aim of the text

-key social question

-2 measure of inequality and development : introduction

The concept of poverty

- Third world and its poverty :
- The basic needs strategy :
- The perception of development :
- 3. Modernization theory :
- Introduction the conception of poverty :
- The third world and it poverty :
- The basic needs strategy :
- The perception of development :
- 4. Modernization theory :
- Introduction , :
- The theoretical origin of modernization theory:
- Summary of modernization theory and it implication :
- The critique of modernization theory :
- 5 theory of underdevelopment :
- Introduction :
- Marx's theory of capitalization and class conflict :
- The exploitation of third world account of merchant :
- Capitalism colonialism and neocolonialism :
- Explanation for underdevelopment :
- 5. Population urbanization and education :
- Introduction ,population :
- Urbanization education and industrialization :
- 6 political development and social class :
- Thirty world politics the analyses of instability:
- The failure of development:
- Rural development programming :
- 7.Criticl of industrialization introduction
- The populist challenger to industrialization :
- The ecological critique of
- Alternature technology
- Conclusion : introduction : development and policies conclusion

---

- The three world and north development :

- Share of global income population :

- Triangular trade: slave

- Explanation for undervelopment, conclusion

- ---

-measure of inequality and development comparison between such that some call poor : gnp national gross measure of the total value concept good service produced :

- poverty term: condition problem :

- basic requirement:

- order social : town examination social perception custom value lifestyle : deprivation

- relative measure:

-rural development: power lessened , isolation poverty physical weakness vulnerability , policy advanced

- level development : gnp ,

-land reform investment from , bank company , capacity development poor farmer ,Tanzania exportation ,

- problem with using GNP, development annual published bank , industrial countries and economies

- industrial countries and economies :

- industrial countries middle :

- average notorious :

-the work of domestic labour usual work of domestic labour usually received : work of family in producing consumption :

- poor urban and rural household income food, :

- policy critics street economy social //Lipton (1977) claim policies creamed of urban class street bodies the international labour office , word :

-redistribution income and resource taxation toward poorer rural house:

- intervention, in the distribution of resource change life social :

- perception of development development: willman development vs indigenous community , triba, barous , land :

- material low labour :

Cost demanded principle new source replacement of water by steam power, grow bare

- Classical grow bare :
- Classical sociology :

- Change and movement, process social chance Marx weber industrial focus why capitalization manufacture exist culture :
- Modernization theory : number of social scientist : scholar :
- Tradition versus modernity , value norm that operate type of society economies :
- Economic achievement :
- Religious fatalism :
- Theory under development Karl Marx work give school : theory of capitalisalism and class: conflict , class form affluent burden west form manufacture workers labour and craft skill, crucial aspect trading landing market ..
- Child labour in early capitalism productive process is the division of labour into restricted task ,interdependence control over , :
- Division of labour : make capitalist investment profitability it also involved the continuant undertraining workers skill , skilled trade broken down into operational requirement little, event or craft completely over by machine this according view of labour does not , skill but quite , opposition most worker are being all type deskilling is symptomatic ,
- Exploitation of the world colonialism and neo-colonialism profitable from capitalism salve trade mars , guines , west Africa to Atlantic trade university ,, morovie :
- Farmer supplies : internal market :
- Under development theory of imperialism lenis non mars it basic economic phenomenon restrict imperialism result primary mechanization colonial colonies build rails station :conclusion adopt classification
- Frank's theory of third world dependency theory 1960 work number academic : , development failure Latin , thesis franc support Latin neo
- Cabell, (1977) world resource moreover dependency assessment of the amount of money that is investor amount over metropolises , Cardoso (1979 manufacture ,,
- Warren ,industrial explicitly , :
- Population urbanization and education the problem :
- Situation migration in town rural farmer costly land to keep as rents , increase or per forcing over worked agriculture :
- Character of the market :
- Accompanied : telephone
- Urbanization population government aware formal labour population informal labour :government forced back leave town back to village Mozambican rsa , work Zimbabwe ,,
- India Nigeria monopolize urbanization , sociology of education west influence specialized of education : specialized technologies technical knowledge the modern numeracy product demand grow industrial , theory modernization , occupation :
- Education reform : government world aware of the inadequacy and irrelevance of their education colonial recent years reform to cater section population mean product ,
- Education educational activity care outside formal , :
- Military intervention dispute among political sociology odetolop 1982 , military a politic development , Murray obstacle hungtigolor , fire power :
- Development planning conference berlin failure to development emergence grants poorer countries , Uganda ,Tanzania , china soviet rural rural poverty political service national , kuluna cpp rural poverty , nyerere retirement , Mao tchengu china ,, :

- Alternative technology:
- Development models and police traditional modernity model of modernization theory, theory as Pearson , (1966) modernization culture value contrary life style cule value , contrary style traditional , compare obstacle value traditional , reward more poor value orientation :
-

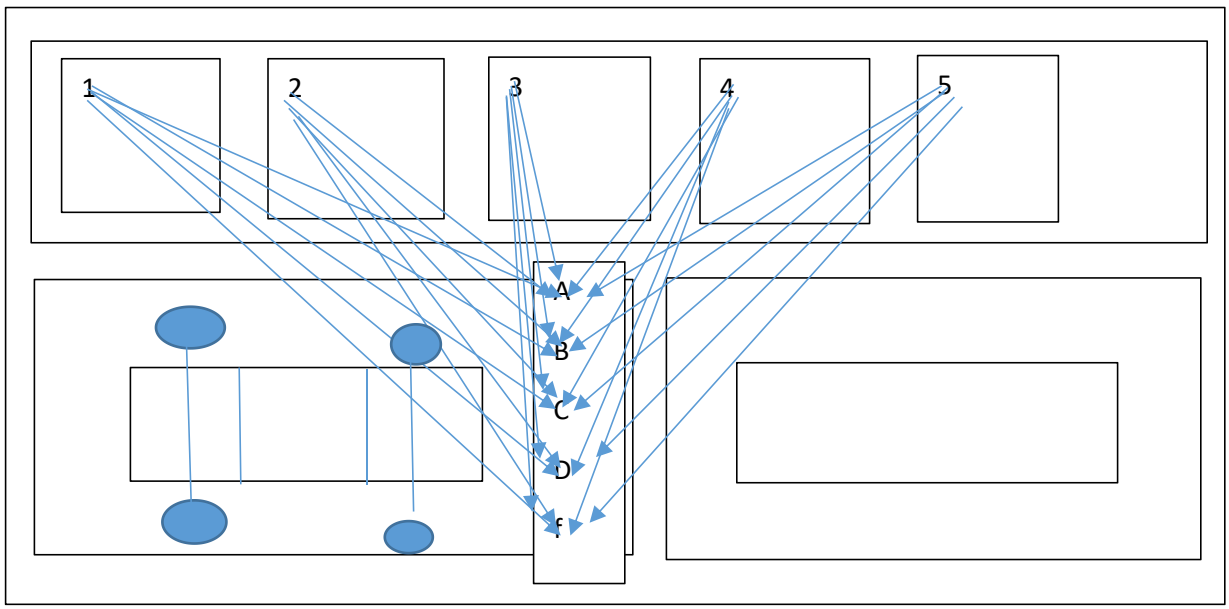
-

- **CRIME BUSTERS: INVESIGATION SPECIAL FINGER PRINT**

- THE INVESTIGATION SPECIAL FINGER PRINTE :
- A crime committed: team, ab,c, d,,e , f :
- Science patrolling office case :
- Shooting find :
- The scene of the crime where :
- The cause death ballistics, team over 4 do years ago :
- Gun the fire arrested bullet Microsoft :
- Rifling the fire arrested bull Microscopic rifling marks bullet :
- When did d catch occur :
- Putting pieces occurs together :
- Impression policy arrested :
- Print parade :
- Successful method :
- Careless print tyre :
- Murd blood :
- Closer match dna technical the trial :
- Be your match dna technical the trial :
- Be your own de fective :
- Story of son identification parade relativist :
- Story of son identification parade relativist :
- Taking statement crime .
- Computer police national, key to number on diag Rome
- Special trained civilian attached to police force social forensic :
- Specialist in crime command Scotland detect in chop firs step :
- To the your :

- 1. The case of embeline viscos :
- The gold that prover was :
- Prints of innocence print of gov :
- By water let and song :
- Face to face with :
- Suspect who could nots peak :
- Corruption in high :
- The invisible mon author
- The abruption police second :
- Muddy buy surgery
- Secret of the great training :
- Crimes news weapon :
- Going Murray and now buy ernet Millen formalize assistance commission of school years :

k



- **EASY DOS VERSION 2, 3, 4,,5 LEARNER DOS IMMMEDIATELY THIS SIMPLE STEP BY STEP**

- **REG IBM TRADEMARK OF BUSINESS**

  Introduction:

  -the basic:

  - task review :

  - reference :

  - introduction

  - what is dos :

  - how is organized, :

  - how use :

- the basic :

Understanding pc system

More on floppy disks :

More on hard disk :

Using your key board :

Directories and the path :

File names:

Wild cards :

Dos versions

Typing a command:

Taking care of the computer :

---task review

-alphabet listing of tasks:

-learning dos basic:

- restart dos

-turn off the computer :

The current directors

-display additional help :

- search :

-exit help :

- clear the screen :

-display a wide file listen :

-make a directory :

-change to read director :

- display the directory : :

Pause a file listing :

-display directories only :

-working with disk :

- insert a disk :

Formed a disk :

-change driver :

-copy a disk :

- working with files :

Display file content : :

-write your self a task :

Writing note your self :

//. Root directory and the path backslash (\)

C:

Word excel queen , report memo

File name : sale doc :

-

- prompt PG:

-

- Path c:\dos:\wps

Config . system file :

-

Files+20:

-

Buffers =25:

-

Copy[A:/b] note :

-

Alt+c = content,, alt=n :

-

Mem. Command memorial :

-

C:\> dire :

-

C:\dir /w :hard disc :

-

C:\cd data:

-

C:\>tree: volume director :

-

C:\dos>dir *. System :

-

C:\a:, A\:

-

C:\} format A: :

-

C:\cd|:

-

C:\copyo.exec.bt ato:

-

C:> copy *bat c:\data auto exec bat . :

-

C:\> m . backed disk :

-

C:\>label :

-

C:\ version :

-

C: time :

-

-

-copy a file to another directors:

- copy a groups of files to another director :

Copy all files to different drive :

Rename a file :

Undelete a file :

Protecting your file :

Start the Microsoft backup program :

Configure program me :

Back up selected files restart file :

Scan for viruses :

Customizing and optimum :

Display a volume label :

-change volume label :

- check disk space and memory :

- set the date :

Set the time :

Set the path :

Check memory informal:

Optimize memory :

Defragment disk :

-using the dos shell :

Using dos shell:

- Start the dos shell

Make a menu select exit the dos shell expand

Display files in another :

-

- directory :

-

Expand directories: :

-

Collapse directory :

-

Select a drive :

-

Display select files :

-

Sort files :

-

Select a file :

-

Select a file :

-

Select multiple files :

-

Select multiples :

-

Select multiple files :

-

Select all files :

-

Copy a files :

-

Rename a file :

-

Move a file :

-

Delete file:

-

Delete:

-

View file content :

-

Search for a file :

-

Create director :

-

Removed a director :

-

- Start the dos shell

-

-**NOVEL PERFECT OFFICE FOR WINDOWS INFOCENTRAL INTELLIGENT INFO**

LICENSE CENTRAL AGREEMENT :

-word perfect offices:

-word perfect offices :

-word perfect international :

- * getting started : :

-installing info central central : :

-recommended system requiring : :

Question answer about installation : :

-installing info central :

-things need king ,what is included: :

-about it work : :

- taking a quick tour info : :

Starting info central adding yourself central : :

Making connection : :

- Seeing every connection : :
- Contact management with info central:
- Using info central for connection management , keeping :
- Adding connection :
- Objects versus connection :
- Finding people arranging in information work manipulation information work how tab work : :
- Setting up tab and saving : :
- Customizing :
- Organizing your call : :
- Using the call make tab :
- Using the call a make tab :
- Scheduling a telephone call in addition :
- Using info central as an bank book :
- Viewing your information :
-

Putting and address book :

- Connecting with e- mail :
- Time management with info central keeping track of appointments :
- Scheduling events :
- Using alarm to help your remember planning your day :
- Write your self a tasj list :
- Writing note to yourself :
- Writing note to yourself :
- Printing planning :
- Wrapping thing up :
- Closing task :
- Housekeeping :
- Connecting :
- ---
- ---------

Document management with info central :

- Using info central document management keeping :
- Keeping track :
- Writing a lettering of correspondence :
- -organizing memo :
- Other documents:

Opening and editing related file connecting existing :

- Document:
- Using info central as file :
- Manager manipulation file search :

-

Moving information to from info central :

-

How info central is different from database importing information from database or pairs scanning moving the file on your hard disk moving exportation to another brose :

-

Template using the pre filled content I base :

-

Using the temple automobile record :

-

Grade student note :

-

License granted of meet: restricted permission : home portable copy , pc limited warranty 90 days customer support :

-

Install : ibm , 386 process windows vga graph :

-

MICROSOFT WORD : MADE EASY AN ESSENTIAL GUIDE TO MS WORD

-word jargon , terminology and history :

-cover word from office 97to 2026,,2010 :

-step – by step guide to helps your practice :

-save time typing and creating document :

-make document look professional and creatives :

Underset and how to mail merge and create macros :

Troubleshooting section for typical problems ; :

*introduction : word ground rules :

-creating a document , practice , method way to type exploring copy order move , text , view of document printing :

- improving a document way of making work professional : :

-time savers and troubleshooting understand info where doc :

-creating professional document step – section book , cv :

- advanced : word what a macro , how merging work in work , include calculation in document

Tab work , create , tab authority : legal doc :

Protect , info specific , task more generic

Labour recognize to directories: :

-further reading :

-website :

- index

- training and consulting :

- research finding : :

-**MICROSOFT EXCEL MADE EASY , AN ESSENTIAL GUIDE TO MICROSOFT , USE DAY FOR WORK EASY TO READ INFORMATION**

- excel jargon terminology and history :

- cover pre and poste version :

-step – by – step guide :

Analyze result and produce reports :

-Save time on data input and creating spreading :

- understand how to create a vlooku , if and other functions:

- produce fore cost and speculate an investment :

---

*what is excel jargon , introduction first appears spreadsheet version :

7, chap , chap beginning with explanation use jargon cover technical for input data copying ,

Formatting and deleting :

- launch into large spreadsheet , exploring how to use excel:

- feature to analysis large list of data 4, covers one of excel traditional use

Use calculation , is task , specific :

For wanting excel to forecasting sole fig or expender :

- Produce report or create presenting tackle problem can face with excel outline :

Typical error and explaining theme reduce the risk of them occurring final , :

-

Final task is task :

-

Specific offering step – by step to grating expense , downloading bank statement calculation:

-

Cover , uncover / discover :

-

Pre – and post – 2026….extended:

-

Invention : create jargon , language , spreadsheet , function forecasting :

-

Creating mail use mail merge and create macro to invented problem , coverage ,, uncover age , discover age :

-

Dos , way learn :

-

Cover ,uncover age , invention understand pc system , unit , the monitor , the key borad , the floppy , disk driver , hard disk drive , :

-

Size , mass memories , doc :

-

-

-**EASY MADE ACCESS MS,, VISUAL BASIC,, JAVA SCRIPY**

- **INTRODUDTION , TO DATABSE , QBASIC, ADABS** :
- -adabs the storage of data :
  The associate and work, to file of adabs :

-

Access logic: :

-

Database modification and transaction handling :

-

Introduction to natural : :

-

Defining data : :

- Basic report writing : :
- Edit mask : :
- Arrays: :
- Arithmetic operation : :
- More advanced writing :
- Conditional statement for data manipulation : :
- ---
- ---
- A data definition modulation : :
- B. nature system command : :
- C. nature system variable : :
- D. nature session parameter : :
- E. nature system function : :
- F. input statement parameter :
- G. data area editor :
- H . program editor :
- I map editor :
- ---
- Database dbms: :
- Sharing of files:
- Data available
- Duplication of data occurrence
- Data processing: :
- Database relate files on data of on organization dbms , (dataset management system) :
- Is the interface programed :
- Data store :
- Network model:

Hierarchical data model:

- The architecture of adase components of adabse , adabs : component on disk :
- Association to control information on user data and the data :
- Work : to store temporarily and :
- Data : where user data is store :
- Data stored : divided , block , page :
- Database component uniquement block number , block number transfer from disk to memory record maximum :
- The maximum :
- nuclear: set of program control :
- the database : actual data , parallel processing : actual data ,multiprocessor :
- optimized: processing : the i/o buffers is checked the block already , no physical i/o:
- controlled, usage :
- sql: Cobol pl stand :
- the storage of data disk pack pc: network <<files and field:, database,, max of 255 file consisted of set of record internal sequence number :
- - array :
- Mu , a single field report number , id :
- How are files report number id :
- - How are fields
- Defined prediction

TY	L	DB	NAME	F	LENS	S	D	RENAME	
	1	AA	EMP- NUMBER	A	8			DCNN	
	1	AB	EMP-NAME	A				FIRST NAME	
	2	AC	NAME	A				SECOND	
	2	AD	NAME	A	20			S,M,D,S	
	2	AE	SURNAME	A	20				
	2	AE	MAR-STA	AA	20				
	1	AF	SEX	A	1				
	1	AG	DEPT	A	1				
	1	BB	PH SURNAME SOURCE		1				
	1	PH	BIRTH –YEARS SOURCE		6				
	1	B1			20				
					30				
					30				
		XX	D- LEAVE 4		30				
					30				
					30				
		AI	LEAVE						
		AJ	L.BEGGINING		6.6				
		AK	L.END		3				
		I	LANGUAGE						
			Y.LRE						
		I	SOURCE						
		D	LEAVE						
			TAKE						
				A					
				A					

CUMMING	NUM	ISN-LIST	

THE address converter : used

Field (ty)- :

-
Blank : elementary field :

-
G: group item :

-
- M : multiple value field array on elementary level :
P : periodic group array :

-
- ----------
Level number (L) I and :

-
- Periodic declared
Field database field name : :

-
Alphanumeric 3 maximum :

-
Format : length :

-
A . alphanumeric ,, 1-253 character :

-
4 , unpacked decimal ,, 1-29 decimal :

-
Packed decimal ,, 1-15 decimal :

-
B. binary ,, ! 1-26 byte :

-
i.. integral ,, 4 byte :

-
- data definition : model (DDM)
_ADACMP GENERATE :

-
- DDM:
- ----------
Suppression store :

-
Record block >>:

-
Numeric field : IL B :
-
Alphanumeric :
-
Compression of null volume :
-
Compression fixed memory: :
-
Controlling the physical organization: :
-
Association and work – file of :
-
Free space table , controlling access to data : :
-
Inverted list : sequence accord, value , entry :
-
Inverted list for description summaries :
-
- - specific record on the database be located .
---:
-
Process of locating record : component : visit library : :
-
Step visit librarian (ADBA NUCLUAERS) :
-
AFTER TELLING WHICH BOOK (RECORD) REQUIRE WORK >>, in the database store :
-
Exact log shelf (rabn) of the record :
-
Finally the library :
-
- The adabs work file :
Work area temporary :
-
Read in physical sequence : record block are not access in array key sequential :
-
Read in logical sequence in inverted list , address converted retrieiewing process : :
-
Hold start a logical : transactions , ,,use 1, cancel,, da, read, employee, files with hold , leave =5,update file leave =0 release record , :
-
User 2, reserve 15 days , out until record that is held has been released , read employed, file with leave =0, update files ,leave=15. :
-

Transaction conception : t service commanded change data system, time limited , reject of transact , recovery of the program :

-
- ----------

- Define data local :

Employ	View of employee id			
2	Personality id Name Address line City Post code Country			
2				
2				
2				
2				
2				
2				

Date : Time : User:	Unix nature	Library : Made report Work area employment		
Library	direct	service	Unix	file
Select library				

all	Location	Employment	View of employment	Learning employment	Teaching employment	Staff employment
0010 **0020** **0030** **0040** **00050** **0060**		Personal =id Name First name End define				

- Access the database
- Basic format :
- Find {} record in file, with basic , search , where : , if not , end – no record ,,,end finds
- ----------
- Database arrays : level 1to 191 occurrence:

T	L	DB	NAME	F	LENG	S	D		
M	2	AI	ADDRESS LINE	A	20				
			HD= ADRESS	A	N				
					N				
P	1	AQ	INCOME						
M	2	AR	CURRENCIE =CODE						
M	2	AS	HD=CURRENCY	P					
P	1	AT	SALARY	P					
	1	AZ	HD=ANNUL /S						
	2	AW	BONUS						
	2	XX	LANG						
		AY	HD=LA						
			LEAVE=BOOKED						
			LEAVE START						
			HD =LEAVE / START						
			EM=LEAVE / STORE						

			EM=YY/MM/DD HED=YY/MMM/DD HED=LEAVE /END EM= YY/MM/DD	N N					

YY-MM-DD

ADDITION OF MOTOR CARS THE VEHICLE FILE

REGISTRATION NUMBER					
MAKE					
MODEL					
COLOUR					
YEARS					

FORMAT OF THE THE REPORT : EMPLOYER

NUMBER SALARY OCCURRE MUST RETRIEVED FILE

EMPLOYEE AND CURRENT POSITION	**SALARIES BEFORE INCREASE**	**SALARIE AFTER INCREASE**	**TOTAL SALARIE BEFOR AND DIFFERNCE**		

RETRIEVEL ALL EMPLOEE WITH , EMPLYEE NUMBER FOR 0000000 TO 09999999 BY MEAN

-STATEMENT REPORT MUST BE FOLLOW

JOB TITLE	EMPLOMENT NUMBER	FULL NUMBER	SALARY	
DATA TYPIST	0000000000			
PROGRAMMMER				
LEARNERSHIP **TEACHING** **RWITEN SCRIBEN ARCHIVER**				
NUMBER OF PEOPLE POSITION DATA TYPIST **TOTAL SALARY** **PROGRAMMER**				

*DEFINE DATA :

LOCAL

1	EMPLO	VIEW OF EMPLOYYEE
	2	PERSONNEL ID
	2	NAME
	2	DEP
	2	
	#	PERSONEL ID (AS)
	END DEFINE INPUT /	5T PROVIDE THE PERSONNEL ID YOUR ARE LOOKING

FIND EMPLO – PERSONAL – ID =# PERSONEL #

IF NO RECORD S FOUND

REINPUT NO RECORD FOUND

REINPUT INDIVIDUAL NOT ON FILE

END NOREC

RWITEN 11-DEP

JOB TITLE

IF #personnel –id- le personnel

Ignore

Else reinput

The second number must grater

End if . id personnel ..

// interactive: prog :

Input statement basic format

-input [no erase]

/with/ { variable , costa,error,}.{variable,const}

(mark position){ count variable } in field { numerical number const

{nx,nt,x/y}{“text”[attribute }

=/…{in,out,out in }

{field name }

{variable, array, group, system,} I element

Press<<esc>> to enter command **Mem : lib: librarie name , type local** **Bytes : value , lire** **Values** **Ctl name of view F** **Top of data area** **1. Emp** **2. 2. Personnel id** **3. Name** **4. Sex** **5. Birth day** **6. Job** **7. Record book** **8. Data archiva** **9. Data review** **10. Document** **11. Exper assessment** **12. Facility** **13.**	**a**	**8**	**employ**						

Data blibrary name , type , local byte ,

employee	**a**	**8**	**Employee2**				
2. personnel id	a	20					
Name	a	1					
sex	n	60					
Salary **Currency code** **Counter** **Birthday** **Cars** **Registration** **Model** **Colour** **Job type** **Rank** **Duty**							

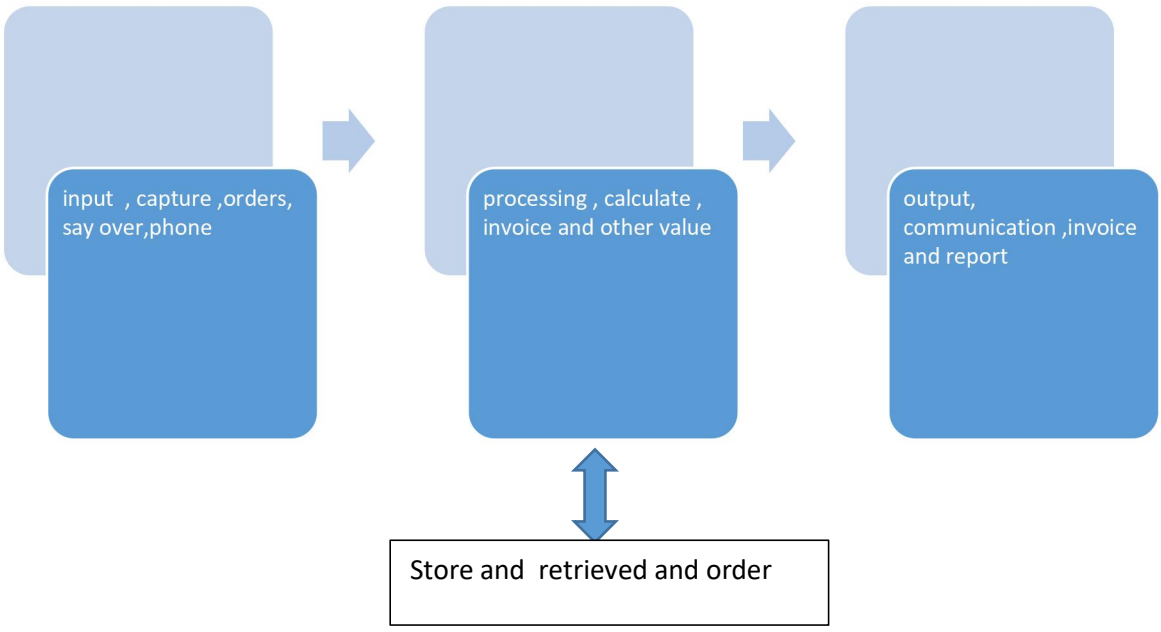
Office automation / student guide experimental , application college

- **Office system and computer the office , 4 kinds of information , information processing** operation ,
- Office procedure
- Office system
- Office automation, eg
- Office system designing system
- The impact of office automation on job work,
- Office automation hardware computer and office: how computer work disk drivers , input devices output device output device networking other office automation
- The electronics desktop system software, operating system task, operating system command
- Operating environment windows
- Record keeping: record keeping card record keeping task record keeping , application types of record keeping software , some database package , choosing package ,
- Spreadsheet, spreadsheet, compared spreadsheet, task read sheet package , using a spreadsheding package , spreadsheet , spread template ,

- Word processing conception : using package word processing task word processing application word processing package desktop
- Other office automation software personal productivity software , presentation graphics , package , hypermedia programs expert system project planning
- ----------
- Computer : communication and networks communication concept hardware and software telecommunication circuit switching and packers , switching telecommunication service

---

- Sale office variouse grade
- Sale office :
- Secretaire office
- Personal mange office
- Kinds of information : data , text , text , image , voice
- Data: piece assign
- ----------
- Information processing operation capture word , from store and retrieved :
- Process information , communication


input , capture ,orders, say over,phone
processing , calculate , invoice and other value
output, communication ,invoice and report
Store and retrieved and order

-outputs from office system transaction document , order invoice report , month day to work resource :

Type office : clerical

System : operated equivalent

Secretarial system and management system system operating

	Data	**text**	**image**	**vice**			
Sales Office Secretary	Quantity						

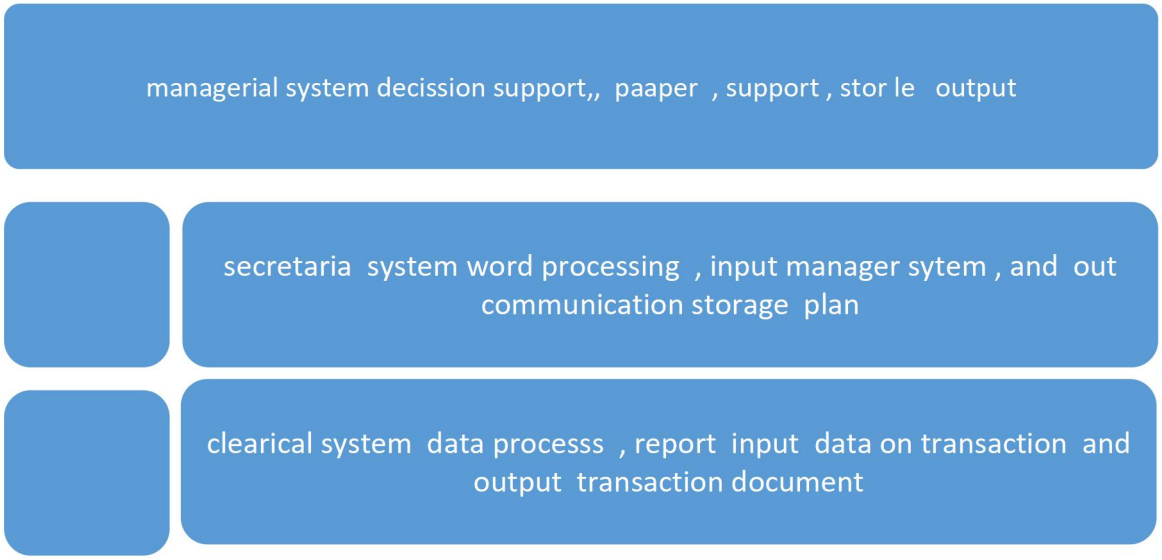
Other procedure

	Capture	**store**	**process**	**community**			
Sales office	Order over phone						
Secretary office							
Secretary office							
Personnel manager officer							

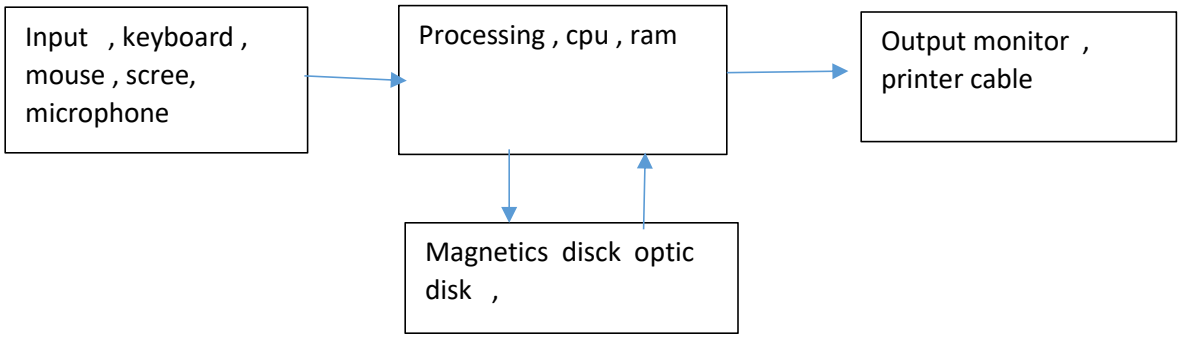
Office system : number of procedure in the sale office procedure sales document

-receivers input from its environment

- process the input procedures


managerial system decission support,, paaper , support , stor le output
secretaria system word processing , input manager sytem , and out communication storage plan
clearical system data processs , report input data on transaction and output transaction document

- Office automation oa referred to the use of technology career information modem oa technology



Computer and office system :

Student record

- Surname forename dob
- Sheet town country
- Post code phone
- Dep course years tutor
- Subject

- Subject	1	2	3	4	5	6	77	8	10	Av exam
-	-	-	-	-	-	-	-	-	-	
-	-	-	-	-	-	-	-	-	-	
-	-	-	-	-	-	-	-	-	-	
-	-	-	-	-	-	-	-	-	-	
-	-	-	-	-	-	-	-	-	-	
-	-	-	-	-	-	-	-	-	-	
- **General student**	-	-	-	-	-	-	-	-	-	

- Requirement: activity : assessment of the requirement requirement select office automation hardware for installing in office college prepare , computer system and configuration the device describe in this section

-stock record

Code no,,,, software name :

Supplier : recorder level: cost price :

Seller price :

Date	Receipt	issue	Biden			

Design assignment office system :

The student record system on computer , computer screen .

Superior , produce , student , record system

Impact office automation on job

-office and employment purchasing productive society

-office job content

Health job

Health sailing office

Purchase record card

Part no: ……. description

Supplier :

Order date	supplier	quantity	Price unity	Order		

-Trainee record

Surname : forename :

Dob

Street home

Town

Country

College

Course

Date location

--------trainee record system ,

On lie database and bulletin job large line using a personal computer bulletin

Course file	**Customer file Data read me**	**Data read Invoice document**	**Advice document**						
Course statistics report									
Financial report									

Hardware and software : get computer communication via the telephone need modem

- **Communication software large number package are available pc 2000pc :**
- Modems: word modem is short modulation demodulation describe device witch send received :telephone care wave want communication to authored computer , analogy electrical wave :
- Activity:
- Baud rate :other signature , rs 232 , rate 3000/ :
- Protocol : beside baud , rate protocol computer fortune: ,,
- Bandwidth medium telephonic is define range of frequency available signal kHz mean :
- Local area network : use talking up of computer another peripheral device one application ,lan
- Retrieved file from the hard disk cable file sever : action transmit output :
- In the Ethernet system a station wishing, :
- Telecommunication, means distance technology radio tv wave electric wave base radio system pc communication . :

k